

1500 - Grant Payments

General

These instructions provide guidelines and procedures for sponsors to follow when making requests for reimbursement of the Federal share of Airport Improvement Program (AIP) projects.

Reimbursement Information

1. By accepting a grant, the Sponsor agrees to adhere to the Central Region's [ECHO Guidelines and Procedures](#) (pdf). This requirement is incorporated within the General Conditions of the grant agreement.
2. All grant payments are to be made using the Federal Transit Administration's (FTA) Electronic Clearing House Operation (ECHO) System.
3. A Sponsor may not seek AIP reimbursement prior to incurring costs. Cash advances are not permitted.
4. The Sponsor must prepare a SF-271 form for each drawdown transaction.
5. Sponsor must retain supporting documentation for a period of three years from the date of project closeout.

ECHO System

ECHO is a personal computer (PC) web-based application that processes draw down requests and makes payments to the sponsor. ECHO processes the payment requests by validating the individual payment request against the available project balance maintained by the Department of Transportation's (DOT) accounting system. ECHO transmits requests approved for payment to the Sponsor's financial institution through the Department of Treasury's Automated Clearing House (ACH) system. Typically, Federal funds are deposited in the Sponsor's bank account within two business days.

ECHO System Requirements

ECHO requires a personal computer, an ISP (Internet Service Provider), and a current web browser (MS Internet Explorer version 5.5 or higher). All hardware and software for ECHO is available off-the-shelf.

Federal Regulations

The Office of Management and Budget (OMB) Circulars A-102, A-110 and 31 CFR Part 205, governs payment to recipients for financing operations under Federal grant and other programs. These regulations require that payment to a grantee be limited to the minimum amounts needed and timed so as to be in accord only with the actual, immediate cash requirements of the grantee in carrying out the approved project. Sponsor must not seek reimbursement of eligible costs prior to incurring those costs.

RESOURCES

Forms

- ECHO Payment Report: [MS Word](#) | [pdf](#)
- ECHO Drawdown Checklist: [MS Word](#) | [pdf](#)
- SF-271, Outlay Report (11x14): [MS Word](#) | [pdf](#)
- SF-271, Outlay Report (8½ x 11): [MS Word](#) | [pdf](#)

Guidance

- [ECHO Guidelines & Procedures](#) (pdf) – FAA Central Region Requirements
- [ECHO Web User Manual for FTA and FAA Grantees](#) (pdf) – FTA Manual

1510 - Drawdown Submittal Information

General

For each drawdown transaction that a Sponsor makes, the Sponsor must provide the FAA project manager specific information detailing the transaction. Sponsors shall fax this information to the project engineer the same day that the transaction is made.

Prior to Making Drawdown Transaction

1. Assemble Cost documentation
 - Invoices
 - Billing statements
 - Construction Progress Payment Reports
2. Complete SF-271 form:
 - Identify incurred eligible costs in appropriate line items
 - Verify that line "t" matches actual previous drawdown amount
3. Complete ECHO Checklist

Submittal Requirements

Submit the following documentation via **fax** for each drawdown transaction:

1. ECHO drawdown Report or print out of the ECHO screen.
2. ECHO Drawdown Checklist
3. Completed SF-271 form

Sponsors should submit the following documentation via mail within 2 days of the actual drawdown transaction:

1. Signed copy of the project outlay report (SF-271)
2. Copies of cost documentation (invoices, billing statements etc).

Fax Numbers

The fax numbers for transmitting this information are

- (816) 329-2610 (for equipment, land and development projects)
- (816) 329-2611 (for planning projects)

Accumulative Information

In order to confirm that the Sponsors have not made an accumulative error in their drawdowns, we request that Sponsors note at the bottom of the ECHO Payment report the accumulative information for each AIP grant. Shown below is an example of the information requested of each drawdown:

AIP Number	Drawdown No.	Amount	Accumulative Total
3-20-0000-01	5	\$ 1,000	\$ 21,000
3-20-0000-02	1	\$ 2,500	\$ 2,500

The above table shows that the fifth drawdown for the -01 project is \$1,000, thus resulting in the cumulative amount of \$21,000. The -02 grant shows the first drawdown in the amount of \$2,500.

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1520 - Frequently Asked Questions: ECHO Drawdown Transactions

1. How do I get set-up with an ECHO account?

Contact the FTA Service desk at (202) 366-1004. A package of information and forms will be sent to your office. The required forms will request from you the name of the authorized official, and separate point of contact and your bank account information.

2. What is the project number that needs to be entered into the ECHO system?

AIP grant numbers are typically written in a format similar to the following:

3-XX-YYYY-ZZ

The project number for the ECHO system however, does not recognize the first digit of the grant number. For Central Region AIP grants, the first digit of an AIP grant number is the number "3". In order to accommodate this limitation, the number "3" at the beginning of all grant project numbers must be dropped when entering the project number in the FTA ECHO system. For the above example, the project number would be XYYYYYZZ.

3. I lost my password, how do I get a new password.

Contact the FTA helpdesk at (202) 366-1004 or by email at ECHO_Web@fta.dot.gov. The help desk is typically available from 8:00am to 4:00 pm Eastern time zone.

4. I made a drawdown request but have not received the funds after three days. What is the holdup?

For Sponsors located in the four-state Central Region (IA, KS, MO & NE), contact the FAA accounting division to verify if a rejection notice has been issued for the transaction. The point of contact is Mr. Phil Fessler at (405) 954-1790. Please note that the most common rejection notice is a result of an improper project number.

5. We made changes to our bank account, authorized official and/or point of contact. What do I need to do in order to update my ECHO account?

Grantees are required to submit a new Authorization & Certification Letter and a Change/Modify Form. These forms are located in the appendix of FTA's [ECHO Web User Manual for FTA and FAA Grantees](#). These forms are required if there are changes to the following:

- Authorizing Official
- Individual users that have access to the system
- Recipient Organization Official
- Organization and/or user contact Information

Contact the FTA helpdesk at (202) 366-1004 to notify FTA of the update to your bank account. The help desk is typically available from 8:00am to 4:00 pm Eastern time zone.

A copy of the documentation should also be sent to the FAA Airports Division.

RESOURCES

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